

**Basic Residential Services For Children**



- Q1.** Section 1.8.3-In regards to the "Vendor", who is considered a subcontractor?
- R1.** **A subcontractor would be any agency/organization selected by the Vendor to provide any portion of the contracted services.**
- Q2.** Section 4.2.1-Does the "Department" have a specific form to use as the cover sheet for the RFP?
- R2.** **The cover sheet is the first page of the RFP document.**
- Q3.** Section 1.9.1 page 10 – When and how will DHR assign identifier to Vendor? Will the same identifier be used for multiple proposals?
- R3.** **The Vendor identifiers will be mailed to Vendors shortly after the deadline for submission of Letters of Intent.**
- Q4.** Section 3.0 page 15 – Are Social Workers and Program Directors included in this statement? Can a Social Worker have a caseload of youth across different levels of service? Can a Program Director supervise programs of different service levels? Does not sharing staff refer only to direct care staff that work on the resident halls with the youth?
- R4.** **Social workers and Program Directors are not included in this statement. A social worker may have a caseload of youth across different levels of services as long as applicable Minimum Standards and training requirements are met. A Program Director may supervise programs of different level of services as long as applicable Minimum Standards and training requirements are met. Sharing staff refer only to child care staff also known as house parents, childcare workers or cottage workers**
- Q5.** Section 3.0 page 15 – What must the vendor do to obtain State approval? If Vendor is currently serving two program levels in same physical building and Vendor's license has been renewed is that considered approval?
- R5.** **If a current provider has met the requirements for re-licensing by the Department and has met the requirements for ADA certification and are currently providing more than one level of service, they are approved to serve different levels of care in one location. All new providers must be approved by State DHR during their licensing procedure.**
- Q6.** Section 4.2 Page 18, Section 4.2.1 Page 18 – Is the cover sheet counted in the 100 page limit?
- R6.** **Yes.**
- Q7.** Section 4.2.5.5.1 page 22, Section 4.2.3 page 18, Section 4.2.4 page 19 – Does the Disclosure Statement follow the Legal Status Form or proceed the Trade Secret Affidavit? The Legal Status form is required to follow the table of contents. Seems like you are asking for the disclosure statement in two places.

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- R7. No. Section 4.2.5.5.1 Disclosure Statement should read: The Technical Proposal must be followed by a copy of a completed copy of the Disclosure Statement.**
- Q8.** 3.2 Program Requirements, C, page 16 – Will there be a monthly reporting form issued by DHR for use in reporting children rejected from program during the screening process? If so, will this be used in lieu of individual letters and who should receive this notification at the county and state levels?
- R8. There will be no form. Letters must be sent to the Office of Resource Management.**
- Q9.** Section 3.2 Program Requirements, D, page 16 – What is the specific length of time that SDHR is requiring/recommending for a pre-placement visit?
- R9. Depending upon the situation, usually no more than two or three days.**
- Q10.** Section 3.2 Program Requirements, M, page 16 – Is there a specific method that needs to be utilized to notify state DHR prior to a proposed discharge? Who would need to be notified and what documentation are we required to provide in order for DHR to review the matter?
- R10. The Request to Issue a 30-day Notice may be made to Susan Ward, Elizabeth King, Gary Mitchell or the program's contract analyst via email.**
- Q11.** Section 3.2 Program Requirements, P, page 16 – Has the State DHR Outcome Measures Reporting Form been revised to include the rejections and survey results or is there another reporting form being developed?
- R11. Not at this time.**
- Q12.** Section 4.2 Proposal Format, page 18 – What is the Vendor Identifier and how do we receive it if it is issued by DHR?
- R12. The Vendor identifier is an alternate way to identify Vendors and will be mailed to Vendors shortly after the deadline for submission of Letters of Intent.**
- Q13.** Section 4.2.5.1.1 Vendor Profile and Experience, page 19 – How do we address the information requirements without identifying ourselves for the six blind copies of the proposal?
- R13. The assigned Vendor identifier will replace the Vendor's name.**
- Q14.** Section 4.2.5.1.5 Project Staff/Resumes/Job Descriptions, page 20 – Is it sufficient to list the total number of each kind or professional licenses held by staff members such as 3 LGSW, 2LCSW, etc.?
- R14. No, their jobs at the program must be described.**

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**Q15.** There is a chance that some of the slots for these programs might move to new locations during the contract time. We do not have the addresses for the locations now as we are not for sure when and if they will be moved and because of this, we have not located new locations. How do I acknowledge this in the RFP's since we do not know if this will actually happen. Also, how I would I deal with the licensure of the new locations since we are not at a point of submitting a application for licensure (for the new locations) by March 12, 2009?

**R15. The sites of service must be identified and licensed prior to July 31, 2009 and fully operational by October 1, 2009.**

**Q16.** Section 4.2.3 page 18 The Table of Contents must be followed by a copy of the Legal Status Form. If the Legal Status form is not available, a completed and signed copy of the "Request for Taxpayer Identification Number" form must be included. Section 4.2.4 page 19 The Request for Taxpayer Identification Number form should be followed by a copy of all required Licenses, Certificates, and or Credentials. Does the Disclosure Statement follow the Legal Status Form or proceed the Trade Secret Affidavit? The Legal status form is required to follow the table of Contents. Seems like you are asking for the disclosure statement in two places.

**R16. See R7.**

**Q17.** Section 1.76 – Authorized Vendor Signature – is this the front cover form which shows the procurement information?

**R17. Yes.**

**Q18.** 4.2.5.1.1.1 – Vendor Profile and Experience - Does this require an organizational chart and if so, do you attach in this area or in another attachment area of 4.2.5.5?

**R18. Yes. Insert as an attachment.**

**Q19.** 4.2.5.1.5 – Project Staff/Resumes/Job Descriptions - This sections asks for job descriptions. Should there be resume copies also? Do the job description/resume copies go in this section or in section 4.2.5.5? The explanation also asks for all key personnel who will be involved and their level of education, experience, training, etc. How do we show this information and if an attachment, does it go in the attachment section of 4.2.5.5?

**R19. All information can be reflected in detailed job descriptions. Resumes are not necessary. Include all job description in an attachment. Reference the attachment in the appropriate section.**

**Q20.** 4.2.5.2 – Do the letters of audit finding copies go in this section or in the attachment section of 4.2.5.5?

**R20. Include in the section.**

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**Q21.** 4.2.5.5.1 – Disclosure Statement – This section states that the legal status form must be followed by the completed copy of the Disclosure Statement. However, the Legal Status Form is in section 4.2.3. Do we add the legal status form in two places? Please explain.

**R21. See R7.**

**Q22.** 4.2.5.3.6 – Do you include a form that shows how the assessment is done and if so where would the attachment go? Or are you just describing how the assessment measures are done?

**R22. Describe the assessment measures.**

**Q23.** 4.2.5.1.4 – This section discusses points that will be deducted if there has been unsatisfactory performance. What constitutes unsatisfactory performance?

**R23. Vendors who have performed unsatisfactory are aware of any issues that may affect them negatively.**

**Q24.** On the blind copies of the RFP, I know that there are not to be any names, etc on any of the information. Do we still include attachments and if so do we just make sure the vendor id is there and not names?

**R24. Yes. Yes.**

**Q25.** Section 4.2.1 – Cover Sheet – When we are sending this sheet on the blind copies, do we just use our vendor I D number without putting address, and name of the person who is the authorized vendor signatory?

**R25. Yes.**

**Q26.** (for 4.2.1 Cover Sheet) - Should I put the ID given instead of vendor name? Authorized Vendor signature? How should I handle this on the blind copies?

**R26. Yes. Only on the blind copies.**

**Q27.** (for 1.2 Licensure/Certification/Credential Requirements) - Our license expires 10/09. Do we need to attach proof that we're re-applying for licensure OR is proof of our current license sufficient?

**R27. Include the current licensure and proof that you have reapplied.**

**Q28.** (for 1.7.6 Authorized Vendor Signatory)- What is required for this section? Please explain "Authorized Vendor Signature".

**R28. The Authorized Vendor Signatory is the signature of person(s) legally authorized to bind the applicant to the proposal.**

**Q29.** (for 4.2.5.1.1 Vendor Profile and Experience)- Does this require an organizational chart? If so, where should I attach this?

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**R29. Yes. Insert as an attachment.**

**Q30.** (for 4.2.5.1.5 Project Staff/Resumes/Job Descriptions) - Where should I insert the copies of these jobs?

**R30. Insert as an attachment.**

**Q31.** (for 4.2.5.2 Vendor Financial Stability)- Do the letters of audit findings go behind this tab?

**R31. Yes.**

**Q32.** (for 4.2.5.5 Attachments) - Is this where attachments go such as job descriptions, financial audit letters, etc.?

**R32. No.**

**Q33.** (for 4.2.5.5.1 Disclosure Statement)- Legal Status Form goes behind tab 4.2.3; do we include Disclosure twice?

**R33. No. Section 4.2.5.5.1 Disclosure Statement should read: The Technical Proposal must be followed by a copy of a completed copy of the Disclosure Statement.**

***Note: Vendors must receive a minimum score of 850 points to be considered for a contract.***